

PERSONAL CUSTODY PROPERTY RECORD/HAND RECEIPT

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|--|---|---|---|----------------|
| PROPERTY ISSUED TO: NAME: (LAST) (FIRST) (M.I.) | | DIVISION/BRANCH | LOCATION: ROOM/BUILDING | HOME PHONE NO. |
| Statement of Responsibility: I have received the item(s) listed below on the date indicated. I accept personal responsibility for the property and will surrender it upon demand, transfer, or separation from the Government. I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed below could result in pecuniary liability established in accordance with DOC Personal Property Management Policy Manual, Part 4.9. | | | | |
| BAR CODE NUMBER | DESCRIPTION (INCLUDING MAKE, MODEL, SERIAL NUMBER AND ACCESSORIES) | | | COST |
| NAME OF PERSON RECEIVING PROPERTY | | TELEPHONE NO. | ITEMS ARE TO BE RETURNED TO: ISSUING OFFICE LOCATION | |
| SIGNATURE: | | DATE | | |
| NAME OF ISSUING PROPERTY CUSTODIAN: | | RETURNED: DATE | | |
| SIGNATURE: | | RECEIVED - SIGNATURE OF PROPERTY CUSTODIAN: | | |